

November 10, 2008

**TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session (**non-budget items**) on November 3, 2008 and recommends the following motions:

1. County Executive.
 - b) Budget Status Financial Report for September 30, 2008).
Receive & place on file.
2. Labor Negotiator Report.
 - a. Information Services positions in Human Services and Public Safety.
Approve transfer of positions in Human Services and Public Safety to Information Services by deleting 1980 hours or \$102,960 from Human Services, adding \$86,279 to Information Services, with a savings of \$16,681 and no levy impact.
 - b. Library Supervisors.
Receive & place on file the Labor Negotiator report.
3. Internal Auditor Report.
 - a. Budget Status Financial Report (September 30, 2008).
Receive & place on file.
 - b. Other.
No action.
4. Communication from Supervisor Fewell re: Request that Executive Committee explore establishing a county wide collections policy and explore creating an RFP for these services. (Referred from October County Board.) Refer to staff to develop a collections policy and create an RFP for collection services.
5. Communication from Supervisor Kaster re: All County Departments have available a summary of gas, insurance & depreciation – in dollar values—for any county vehicles that go home on a full or part time basis for each committee budget meeting as well as the County Board budget meeting. (Referred from October County Board.)
 - a) Direct Attorney Mohr to draft a Resolution requesting that all vehicles taken home keep mileage logs, in and out, where they are going and why, etc., to be reviewed by standing committees regularly.
 - b) That the Administration Department be directed to bring back a clear policy recommendation related to County vehicle use.

See Resolutions, Ordinances November County Board.
6. Communication from Supervisor Mary Scray re: County Board Office Coverage. Approve the plan submitted by the Human Resources Department for the County Board office as follows:
Eliminate 1.00 FTE Executive Secretary (Grade 13, Step 7) – (\$44,606.00).
Add. 88 (35 hr) FTE Administration Secretary (Grade 11, Step 7) \$35,583.66
Eliminate .50 FTE Secretary (Grade 7, Step 3) (\$15,001.00)
Increase from .50 to .80 (32 hr) FTE Secretary (Grade 7, Step 3) \$23,994.88

Total 2009 Salary Impact – (\$28.44)
Total 2009 Fringe Benefit Impact (\$10.05).
Total 2009 Fiscal Impact (\$38.49).

7. Discussion & possible action: Communication from Supervisor Dan Haefs re: Pay Increases for Non-Represented Employees. Adopt the recommendation of Supervisor Haefs and cap pay increases for non-represented employees at 2% or \$1.200 for a levy decrease of \$23,535.
8. Communication from Supervisor Tom Lund re: Asking that Administration look into the policy protecting Brown County workers from external and internal threats on the job. Refer to Human Resources staff to develop a policy initiative regarding the protection of Brown County workers and report back to the Administration Committee.
9. Ordinance re: To Amend Section 3.15 of the Brown County Code Entitled "Destruction of Obsolete County Records" and "Schedule A-Records Retention Schedule – Sheriff. (Referred from Public Safety Committee.) Approve Section 3.15 of the Brown County Code with an amendment to Schedule A regarding destruction of obsolete County records to include destruction of "e-mails after six months." See Resolutions, Ordinances November County Board.
10. Resolution re: Approving New or Deleted Positions during the 2009 Budget Process. (Amended October 20, 2008). Referred from Administration Committee. Delete the 8th "Whereas from Resolution as recommended by staff. See Resolutions, Ordinances November County Board.
11. Resolution re: Approving New or Deleted Positions during the 2009 Budget Process. (Education & Recreation Committee.) Approve change in Library I, II, and III positions as recommended by the Human Resources Department as follows:
Library I – Add \$165 annually.
Library II – Add \$600 annually.
Library III – Less \$78 annually.
Levy difference of \$1,912 and that Attorney Mohr be directed to draft a resolution and forward to County Board.
See Resolutions, Ordinances November County Board.
12. Resolution re: Approving New or Deleted Positions during the 2009 Budget Process. (Amended October 20, 2008). Referred from Human Services Committee. Committee approved. See Resolutions, Ordinances November County Board.

13. Resolution re: Approving New or Deleted Positions during the 2009 Budget Process. (Planning, Development & Transportation Committee.) Committee approved. See Resolutions, Ordinances November County Board.
14. Resolution re: Approving New or Deleted Positions during the 2009 Budget Process. (Public Safety Committee.)
 - a. Approve new positions in the Public Safety Department. Ayes: 6 (Evans, Lund, Nicholson, Vander Leest, Zima, Scray; Nays: 1 (Erickson). Motion Approved.
See Resolutions, Ordinances November County Board.
17. **Closed Session:** For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to 19.85 (1)(e). In the alternative, the Executive committee is meeting for the purpose of collective bargaining and is not subject to the Wisconsin open meetings law pursuant to 19.82 (1) of the Wisconsin State Statutes, and also for the purpose of conferring with legal counsel for Brown County as to legal advice concerning strategy as to litigation pending pursuant to sec. 19.85 (1) (g) of the Wisconsin State Statutes. (No Closed Session held.)

Approved by:

COUNTY EXECUTIVE

Date

November 10, 2008

**TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session (**budget items**) on November 3, 2008 and recommends the following motions:

*** Please Note****

The following numbers correspond to the Executive Committee minutes for the Budget portion of the meeting.

Nondivisional Budgets

15. County Executive – Review of 2009 department budget.
- a. Eliminate the Legislative Assistant position (\$72,226 plus fringes for a total of \$99,650) and substitute with a staff attorney (\$66,000 plus fringes for a total of \$94,889) to assist with legislative responsibilities , for levy savings of \$4,761.
 - b. Refer to Internal Auditor to conduct a study of salaries of other Legislative Assistants in the State and report back. Ayes: 2 (Erickson, Lund); Nays: 5 (Evans, Nicholson, Vander Leest, Zima, Scray). Motion Failed 5-2.
 - c. Motion by substitution to reduce the salary of Legislative Assistant by \$20,000 (\$52,226 plus fringes) and that the County Executive report to the County Board at their Budget meeting on Monday, November 20, 2008 regarding the accomplishments of this position. Ayes: 6 (Erickson, Evans, Lund, Vander Leest, Zima, Scray); Nays: 1 (Nicholson). Approved. 6-1.
 - d. Approve 2009 County Executive Budget as amended.

Nondivisional Budgets

16. Board of Supervisors, Review of 2009 department budget. Approve the 2009 Board of Supervisor Department budget as amended on #'s 6 and 7 on the Regular Report, #8c.

Approved by:

COUNTY EXECUTIVE

Date

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE



Pursuant to Section 19.84 Wis. Stats., a regular and budget meeting of the **Brown County Executive Committee** was held on Wednesday, November 3, 2008 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, Chair; Bernie Erickson, Patrick Evans, Tom Lund, Andy Nicholson, John VanderLeest, Guy Zima

Also Present: County Executive Tom Hinz, Jayme Sellen, Bob Heimann, Debbie Klarkowski, Don VanderKelen, Lynn VandenLangenberg, Sara Perrizo, Carolyn Maricque, Andrea Konrath, Heidi Hietpas, Supervisors Andrews, Brunette, Clancy, DeWane, Fewell, Fleck, Supervisor Krueger; Jim Nickel, Mark Quam, Nancy Anderson, Terry Watermolen, Lynn Stainbrook, Lori Denault, Attorney Fred Mohr, Other Interested Parties, Media

i. **Call Meeting to Order:**

The meeting was called to order by Chair Mary Scray at 6:05 p.m.

ii. **Approve/Modify Agenda:**

Items taken out of order, although shown in proper format here.

Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve as amended. MOTION APPROVED UNANIMOUSLY

iii. **Approve/Modify Minutes of October 8, 2008:**

Chair Scray pointed out that Supervisor Andrews was present, not Anderson.

Motion made by Supervisor VanderLeest and seconded by Supervisor Nicholson to approve. MOTION APPROVED UNANIMOUSLY

Comments from the Public/Such Other Matters as Authorized by Law:

Reports:

1. **County Executive Report:**

- a. **Budget Status Financial Report for September 30, 2008:**
Executive Hinz reported that budget is within guidelines.

Motion made by Supervisor VanderLeest and seconded by Supervisor Nicholson to receive and place on file. MOTION APPROVED UNANIMOUSLY

2. **Labor Negotiator Report:**

- a. **Information Services Positions in Human Services & Public Safety:**

Information Services Specialist – Public Safety – VanderKelen explained that the Human Resources Department has recommended that

an Information Service Specialist position in the Public Safety Department budget be transferred to the Information Services budget. VanderKelen explained that IS and Public Safety will work out a situation (allocation of resources) where the duties of this particular IS person would be assigned to Public Safety, however, would be classified under the IS budget.

Supervisor Bill Clancy explained that Public Safety fought to keep this employee and urged that during the transition stage involving the 911 Center transferring the individual to IS be deferred. Mr. Heimann explained that the employee will be dedicated to Public Safety, however, IS will provide backup. Supervisor Zima clarified that this will be a 100% dedication to Public Safety and under the direction of Jim Nickel. Mr. Heimann explained that the only commitment the employee will need to make to IS is to attend a weekly staff meeting of 1 to 2 hours. Nickel requested that the employee not be used to solve any other department's issues, but that he be committed to Public Safety Communications only. The position is salaried and covered under the Wage & Hour Law.

Contract Programmer - Don VanderKelen reported that he met with Mr. Heimann in the Information Services Department to discuss the Contract Programmer position in Human Services. This individual has been doing contract work since 1999. IS feels there is a liability to the County with security, HIPPA, and backup support. After studying the situation, the Human Resources Department has recommended that this consulting position be eliminated from Human Services, transferred to the IS budget, and that a new position be created as Information Services Programmer. VanderKelen stated he concurs with this recommendation for a different reason, that being liability for contract servicing with bargaining, pointing out the County is bound by State Labor Laws.

Mark Quam stated he did not concur with the recommendation to transfer the position from Human Services to Information Services, explaining that this contract arrangement was done with the full knowledge of IS and Corporation Counsel over ten years ago. The employee works on automation of systems, an ongoing process. There has been no business study or analysis done as to what the consequences of a transition would mean. Quam added there is no liability to the County as she is incorporated into a legal private business with an agreement that the County is not responsible for anything but payment to her for services. He expressed disappointment the matter did not come before committee first for discussion.

When asked about salary by Supervisor VanderLeest, VanderKelen explained the contract position was paid \$115,622 in 2007, and \$79,927 as of this date in 2008. Mr. Heimann stated that a County employee in this position would be paid approximately \$86,000 a year (Programmer Analyst II). Mr. Quam pointed out, however, there is little levy impact as she is paid through Medicaid. When asked how the position is monitored, Mr. Quam replied there is a yearly work plan developed with monitoring of accomplishments throughout the year.

Discussion by the committee resulted in a request for an opinion from Attorney Mohr who explained that the bargaining unit looks at the job duties being done in Human Services compared to what could be done by employees in the represented unit. He also pointed out that it is complicated as the individual performing the contract services was at one time a County employee.

Supervisor Fewell referred to County Code which states that any changes to the Table of Organization should go to the oversight committee first and then be put in resolution form to the County Board. Mohr agreed with this stating that it appears to be a potential violation of labor laws. Supervisor Zima requested that Attorney Mohr do a further review of this matter.

VanderKelen explained that prior to 1971 you could contract without bargaining issues, however, a law was passed at that time related to contract interest and binding arbitration on contract matters. Another contract change in the State Labor Law passed in 1978 made all contracts subject to interest arbitration.

Mr. VanderKelen suggested that Mr. Quam be directed to examine the position and develop a job description. Mr. Quam asked that he be given some transition time, suggesting March 31st so that the contract person can finish up projects. Mr. VanderKelen advised that this may extend possible liability and future litigation.

Motion made by Supervisor VanderLeest and seconded by Supervisor Zima to approve transfer of positions in Human Services and Public Safety to Information Services by deleting 1980 hours or \$102,960 from Human Services, adding \$86,279 to Information Services, with a savings of \$16,681 and no levy impact.
MOTION APPROVED UNANIMOUSLY

b. **Library Supervisors:**

Supervisor VanderLeest, Chairman of the Ed & Rec Committee, explained that discussion at the committee level resulted in disagreement with the Library Board to move three librarian positions to supervisor positions because of labor requirements.

Labor Negotiator VanderKelen explained that the Union has filed a request with the State of Wisconsin for hearings which have been scheduled in December. He stated that the Librarian positions do not meet the standards for Supervisors as defined in the Labor Law and the Wage & Hour Laws.

When asked by Supervisor Zima the conclusion of discussion with Library staff, Attorney Mohr explained there are three Librarian classifications under question, Library I, II, & III. When reviewing the individual job duties it is possible that supervisor status may prevail for the II & III positions, however, most likely not the Library I position. Pending

litigation involves all three. A discrepancy arose with work at 37.5 hours vs. a 40 hour work week, or an increase of \$60,000 to the budget, however, Debbie Klarkowski indicated this would only be \$1,911.96 if there is no increase in hours.

Other – Not on Agenda:

Planning, Evaluation, & Quality Management Coordinator – Grade 21, Human Services – This position was added in the 2005 budget by Dr. Parks. VanderKelen suggested that the HR Department work with the Human Services Department, and Attorney Mohr to study and evaluate the position. As the item was not on the agenda, it was suggested it be held for 30 days.

Medical Examiner Contract – A request made for a 5% increase because of additional hours was also held for 30 days.

Again, Supervisor Zima requested that any items to be discussed under the Labor Negotiator Report be on the agenda.

Motion made by Supervisor Nicholson and seconded by Supervisor VanderLeest to receive and place on file the Labor Negotiator Report. MOTION APPROVED UNANIMOUSLY

(#11 taken at this point on the agenda)

3. Internal Auditor Report:

a. Budget Status Financial Report for September 30, 2008:

Motion made by Supervisor Erickson and seconded by Supervisor Nicholson to receive and place on file. MOTION APPROVED UNANIMOUSLY

b. Other:

Sara Perrizo indicated she will be providing a summary of committee actions for use at the budget meeting on Monday, 11/10/08.

Communications:

4. Communication from Supervisor Fewell re: Request that Executive Committee explore establishing a county wide collections policy and explore creating an RFP for these services. (Referred from October County Board):

Supervisor Fewell indicated that at a meeting with the WCA the issue of a collections policy was discussed. He requested that staff/County Purchasing develop an RFP to review a collections policy.

Chair Scray pointed out that this issue was discussed last year. Internal Auditor, Sara Perrizo, explained that State Collections Services was used in Human Services, however, many months went by before any action was taken. Supervisor Fewell suggested that this agency or others be asked to make a

presentation regarding collection services to the County Board and that County Purchasing be asked to create an RFP.

Motion made by Supervisor Zima and seconded by Supervisor Nicholson to refer to staff to develop a collections policy and create an RFP for collection services. MOTION APPROVED UNANIMOUSLY

5. **Communication from Supervisor Kaster re: All County Departments have available a summary of gas, insurance, and depreciation – in dollar values – for any County vehicles that go home on a full or part-time basis for each committee budget meeting as well as the County Board budget meeting. (Referred from October County Board):**

Information relative to department vehicles was distributed and is attached. Supervisor Kaster indicated he is aware that several County cars are being taken home, creating as he sees it an opportunity for abuse. Supervisor Zima recommended that employees be required to keep mileage and gas logs every time they take a county-owned vehicle home overnight and why they are doing so. Supervisor Erickson suggested vehicles be taken home only with supervisor approval.

Supervisor VanderLeest requested that a policy be developed so that it is consistent and all departments are treated equally.

Motion made by Supervisor Zima and seconded by Supervisor Nicholson to direct Attorney Mohr to draft a Resolution requesting that all vehicles taken home keep mileage logs, in and out, where they are going and why, etc., to be reviewed by standing committees regularly. MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund that the Administration Department be directed to bring back a clear policy recommendation related to County Vehicle use. MOTION APPROVED UNANIMOUSLY

6. **Communication from Supervisor Mary Scray re: County Board Office Coverage:**

Chairman Scray explained this was brought to her attention because of the situation in Public Safety where there was no back-up coverage. It is felt that a similar situation could occur in the County Board office because there is only one person doing the main duties of the office. Human Resources was asked to evaluate the Executive Secretary position in order to utilize the current staff more efficiently and provide improved coverage.

Debbie Klarkowski reported that the evaluation determined that the Executive Secretary position more closely resembles the Administrative Secretary in the Administrative Class and Compensation Plan, therefore, recommended deletion of the Executive Secretary and the creation of an Administrative Secretary position in Grade 11.

It was further determined that the two administrative positions in the office should share all duties, including serving as recording secretary for standing committee meetings. (Please see attachment for other duties of this position.)

The fiscal impact of these changes is as follows:

Eliminate 1.00 FTE Executive Secretary (Grade 13, Step 7)	(44,606.00)
Add .88 (35 hr) FTE Administrative Secretary (Grade 11, Step 7)	35,583.66
Eliminate .50 FTE Secretary (Grade 7, Step 3)	(15,001.00)
Increase from .50 to .80 (32 hr) FTE Secretary (Grade 7, Step 3)	23,994.88
Total 2009 Salary Impact	28.44
Total 2009 Fringe Benefit Impact	(10.05)
Total 2009 Fiscal Impact	(38.49)

At this time, there are 750 hours budgeted for extra on-call staff, which should be reduced if both secretaries in the office are taking minutes and attending meetings. Supervisor Lund pointed out there may be overtime if evening meetings continue to last an average of 3 to 4 hours as daytime office coverage is mandatory.

Supervisor Fewell stated that in a conversation with Mr. Heimann in the IS Department he was informed of the possibility of recording meetings and putting the audio file on the web site. Supervisor Lund, however, stated that not every supervisor will have the time to listen to audio of all committee meetings. In addition, if minutes are done with only motions, he stated there will need to be more discussion at the County Board meetings.

Motion made by Supervisor Zima and seconded by Supervisor Nicholson to approve the plan submitted by the Human Resources Department for the County Board Office as follows:

Eliminate 1.00 FTE Executive Secretary (Grade 13, Step 7)	(44,606.00)
Add .88 (35 hr) FTE Administrative Secretary (Grade 11, Step 7)	35,583.66
Eliminate .50 FTE Secretary (Grade 7, Step 3)	(15,001.00)
Increase from .50 to .80 (32 hr) FTE Secretary (Grade 7, Step 3)	23,994.88
Total 2009 Salary Impact	(28.44)
Total 2009 Fringe Benefit Impact	(10.05)
Total 2009 Fiscal Impact	(38.49)

MOTION APPROVED UNANIMOUSLY

7. Discussion and Possible Action: Communication from Supervisor Dan Haefs re: Pay Increases for Non-Represented Employees:

In May of 2008, the County Board opted to place a cap on pay increases of elected officials up to \$60,000 at 2% or \$1,200 per year. Supervisor Haefs communication recommends that this same cap on pay increases be put on non-represented employees. At this time there are 107 non-represented employees who would fall into this category.

Motion made by Supervisor Zima and seconded by Supervisor Nicholson to adopt the recommendation of Supervisor Haefs and cap pay increases for non-represented employees at 2% or \$1,200 for a levy decrease of \$23,535. MOTION APPROVED UNANIMOUSLY

8. **Communication from Supervisor Tom Lund re: Asking that Administration look into the policy protecting Brown County workers from external and internal threats on the job:**

Supervisor Lund explained that the head of the Health Department indicated at the Human Services meeting that she cut \$1,500 from the budget for a security system. Because there could be risk to employees, Lund requested that the County Executive develop a plan and report back to Administration or Public Safety.

Debbie Klarkowski informed the committee that a safety plan for employees will be addressed by a Safety Consultant to be hired through a recent RFP. Along with safety policies, security policies and procedures will also to be addressed. In addition, safety and security is being addressed with Facilities.

Motion made by Supervisor Zima and seconded by Supervisor Nicholson to refer to HR staff to develop a policy initiative regarding the protection of Brown County workers and report back to the Administration Committee.
MOTION APPROVED UNANIMOUSLY

Resolutions/Ordinances:

9. **Ordinance re: To amend Section 3.15 of the Brown County Code entitled "Destruction of Obsolete County Records" and "Schedule A-Records Retention Schedule – Sheriff. (Referred from Public Safety Committee):**

Attorney Mohr recommended that an amendment be made to Section A of the code to include destruction of e-mails after six months.

Motion made by Supervisor Nicholson and seconded by Supervisor VanderLeest to approve Section 3.15 of the Brown County Code with an amendment to Schedule A regarding destruction of obsolete County records to include destruction of "e-mails after six months".
MOTION APPROVED UNANIMOUSLY

10. **Resolution re: Approving new or deleted positions during the 2009 Budget Process. (Amended October 20, 2008) (Referred from Administration Committee):**

A recommendation was made by Ms. Klarkowski to delete the 8th Whereas as the intent is to keep this position unfunded. *"Whereas, the Facility and Park Management Department has a .50 Facility Mechanic position that will be unfunded for nine (9) months until the position is needed. It is recommended that the unfunded portion (.375) FTE, be deleted"*.

Motion made by Supervisor Zima and seconded by Supervisor Evans to delete the 8th Whereas from the Resolution as recommended by staff.
MOTION APPROVED UNANIMOUSLY

11. **Resolution re: Approving new or deleted positions during the 2009 Budget Process. (Education & Recreation Committee):**

Debbie Klarkowski explained that the three Librarian positions were re-evaluated based on a 37.5 work week. The grade level was decreased, language in the union contract relative to longevity was removed, and overtime was built into the salary. The outcome is as follows:

Library I – Add \$165 annually
Library II – Add \$600 annually
Library III – Less \$78 annually

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to suspend the rules to allow interested parties to speak.
MOTION APPROVED UNANIMOUSLY

Terry Watermolen, Library Board President, explained that the duties being performed by Librarians are really supervisory duties. If reduced to 37.5 hours, they are the only employees in Class & Comp doing this as all others work 40 hours. Attorney Mohr opined that hours did not matter, that pay is for the job, although generally speaking hours for a supervisory position are set at a minimum expectation.

Motion made by Supervisor Nicholson and seconded by Supervisor Erickson to return to regular order of business.
MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Zima and seconded by Supervisor Lund to approve change in Library I, II, & III positions as recommended by the Human Resources Department as follows:

Library I – Add \$165 annually
Library II – Add \$600 annually
Library III – Less \$78 annually

Levy difference of \$1,912, and that Attorney Mohr be directed to draft a resolution and forward to the County Board.
MOTION APPROVED UNANIMOUSLY

12. **Resolution re: Approving new or deleted positions during the 2009 Budget Process. (Amended October 20, 2008). Referred from Human Services Committee:**

Motion made by Supervisor Evans and seconded by Supervisor Nicholson to approve. MOTION APPROVED UNANIMOUSLY

13. **Resolution re: Approving new or deleted positions during the 2009 Budget Process. (Planning, Development & Transportation Committee):**

Motion made by Supervisor Erickson and seconded by Supervisor Nicholson to approve. MOTION APPROVED UNANIMOUSLY

14. Resolution re: Approving new or deleted positions during the 2009 Budget Process. (Public Safety):

The Public Safety Committee added two Drug Task Officers that were taken out of the budget by Executive Hinz. In addition, they added changes to the Resolution to include a 1.0 FTE Patrol Officer for the Drug Task Force to detect and investigate illegal drugs within Brown County; and secondly the addition of a 1.0 FTE Secretary III for the Drug Task Force to efficiently and effectively process the voluminous amount of drug cases which exist.

Motion made by Supervisor Nicholson and seconded by Supervisor Zima to approve new positions in the Public Safety Department

Ayes: Evans, Lund, Nicholson, VanderLeest, Zima, Scray

Nays: Erickson

MOTION APPROVED 6-1

Motion made by Supervisor VanderLeest to refer to staff to draft a resolution and bring back in January or February detailing a request for funding from the State and Federal level for additional Drug Task Officers.

At the request of the committee, Supervisor VanderLeest will submit a communication for consideration on a future agenda.

MOTION WITHDRAWN

BUDGET REVIEW

Non-Divisional Budgets

15. County Executive – Review of 2009 Department Budget:

County Executive Hinz introduced Fred Monique who was present to highlight economic development programs provided by Advance. Mr. Monique reported there have been two significant activities during the last year, one being a waste transformation project with Feeco, American Foods Group, Anamax, and other meat packing companies to turn animal waste into fertilizer. A second program involves the NWTC incubator program which has graduated new businesses into the County. Supervisor Erickson requested that Mr. Monique make a presentation to the Planning, Development, & Transportation Committee on a quarterly basis, and to the full County Board on a six month basis.

Executive Hinz noted that the department budget is status quo, including a request for a lobbying license for Legislative Assistant, Jayme Sellen.

Supervisor Lund noted there is nothing in the budget for outside legal expenses. Executive Hinz explained this is included under the Corporation Counsel budget, which is then charged back if used. Lund stated he would like to see a cap on this figure. Attorney Mohr noted that he is presently working on a policy which he will bring to committee.

Supervisor Zima pointed out the difference in salary between the Legislative Assistant and a Corporation Counsel attorney, opining that an attorney could be

more beneficial to the Executive than the Legislative Assistant. The LA's salary is \$72,000 annually, plus fringe benefits, while a staff attorney is paid \$66,000, plus fringes.

Hinz explained the duties of the Legislative Assistant are different than legal counsel, that when the Legislative Subcommittee was meeting she attended those meetings keeping members apprised of State legislation, contact with WCA and legislatures in Madison, with the Department of Commerce, confers with Corporation Counsel assistants, with department heads, attends all committee meetings, etc.

Zima opined that the Executive's office would be better served with an attorney with some legislative background and recommended elimination of the Legislative Assistant position. He opined that the position is "very" overpaid, \$99,650 including fringe benefits, compared to a staff attorney salary of \$94,889, or \$4,761 less.

Motion made by Supervisor Zima and seconded by Supervisor Scray to eliminate the Legislative Assistant position (\$72, 226 plus fringes for a total of \$99,650) and substitute with a staff attorney (\$66,000 plus fringes for a total of \$94,889) to assist with legislative responsibilities, for a levy savings of \$4,761.

Although also concerned about the past cost for outside legal opinions, Supervisor VanderLeest opined that the Executive should have the right to have his own assistant. Hinz stated he needs a person with legislative background, not legal background. He went on to explain that Ms. Sellen has legislative experience, coming from the Wisconsin Counties Association, knows how the budget process works at the State level. She is an advisor to him, more so he opined, that anyone with a law degree could be. He added that if he needs legal counsel, that is available from the Corporation Counsel's office.

Supervisor Krueger explained that Ms. Sellen is very proficient and highly respected. She is a "premier" person, having respect as a lobbyist in Madison and recognition throughout the State.

Supervisor Zima reiterated his opinion that the duties of the LA can be incorporated into a staff attorney. Internal Auditor Sara Perrizo was asked to conduct a review of salaries throughout the state.

Motion made by Supervisor Lund and seconded by Supervisor Erickson to refer to Internal Auditor to conduct a study of salaries of other Legislative Assistants in the State and report back.

Supervisor Evans stated it appears the committee needs more information relative to the actual job description, what work has been accomplished over the last year, savings to the County, etc.

Chair Scray pointed out that the suggestion to eliminate the LA position and hire legal counsel is not about Ms. Sellen personally, but instead about the structure of the department.

Supervisor VanderLeest pointed out he is aware there are people in Madison with both legislative and legal background. He requested that the duties and hours performed by the LA be outlined in order to justify a salary of \$72,000, noting the hours put in at the City of Green Bay for a similar position is not paid this salary.

Again, Executive Hinz defended the position and the hours worked by the LA.

Zima asked Attorney Mohr if in his opinion legislative work could be done by him within a timeframe of 8 to 16 hours a week. Attorney Mohr replied this could be done "easily", that he subscribes to a legal service through the Wisconsin Bar Association who provides him daily updates of activities in Madison.

Zima noted that elimination of this position could create a savings, while also providing the Executive's office with legislative information, that it was not to diminish the office, but rather to strengthen it.

Supervisor Lund urged the committee move ahead with the motion to refer and conduct a study on salaries of other Legislative Assistants in the State. He stated if it is found that the salary is high, he would be in favor of cutting it.

Supervisor Evans pointed out that he agrees that the County Board may not have the authority to tell the Executive who he can hire or not hire, however, suggested the salary be reduced by \$20,000.

Vote on Motion to Refer to Internal Auditor for further information:

Ayes: Erickson, Lund

Nays: Evans, Nicholson, VanderLeest, Zima, Scray

MOTION FAILS 5-2

Motion made by substitution by Supervisor Evans and seconded by Supervisor Lund to reduce the salary of the Legislative Assistant by \$20,000 (\$52,226 plus fringes) and that the County Executive report to the County Board at their Budget Meeting on Monday, November 10th regarding the accomplishments of this position.

Again, Supervisor Zima stated he has not been impressed with the Legislative Assistant position, feels it is a "luxury", and that an attorney in this position would strengthen the office and the department.

Supervisor Fleck disagreed with the idea of eliminating the position stating that he served on the Legislative Subcommittee and found Ms. Sellen to have done a "great job". He indicated that many things that the committee referred to the Board never were considered. He suggested the committee be reinstated. He also opined that when the Corporation Counsel position is filled, he would be available for legal advice to the Executive.

Supervisor Lund stated he would be in agreement with keeping the LA position in the budget at a reduced rate, and that information be sent to the County Board members before the Monday, 11/10, budget meeting. He indicated that a lawyer at a \$66,000 salary may not have what the County needs. Lund also stated he

feels it is inherent that the Executive hire his own assistant. He agreed that Ms. Sellen has a good background having worked with the WCA and knows what is going on in Madison. He also urged that a Corporation Counsel be hired.

Vote on Motion to Reduce Salary

Ayes: Erickson, Evans, Lund, VanderLeest, Zima, Scray

Nays: Nicholson

MOTION APPROVED 6-1

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to approve the 2009 County Executive Budget as amended.

MOTION APPROVED UNANIMOUSLY

16. Board of Supervisors – Review of 2009 Department Budget:

Motion made by supervisor VanderLeest and seconded by Supervisor Erickson to approve the 2009 Board of Supervisors Department budget as amended (#'s 6 & 7 on this agenda). MOTION APPROVED UNANIMOUSLY

- 17.. Closed Session: Pursuant to Wisconsin State Stats 19.85 (1)(b) considering dismissal, demotion, licensing, or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held. None**

18. Such other matters as authorized by law:

Next Agenda:

Request by Medical Examiner for 5% increase.

Internal Auditor announced that total changes to tonight's budget is a decrease of \$40,985 - #6, County Board Office, and #7 cap on non-represented employees, with a total change to the total Executive's Budget (all committees) at an increase of \$454,847.

Motion made by Supervisor Lund and seconded by Supervisor Nicholson to adjourn at 9:45 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

**BROWN COUNTY
INFORMATION SYSTEMS
2008 VEHICLE LIST**

2009 BUDGET			
GAS	INS	DEP	VEHICLE MAINT
2,500	1,428	2,049	2,500

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SALVAGE VALUE	LIFE	ANNUAL DEP.	BOOK VALUE	ODOMETER READING	CONDITION	ANNUAL MILEAGE	GEN REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
2002	CHEV EXPRESS VAN/BL	2/24/2004	11,981	0	60	798	798	84,651	Good	4,351	Delivery of equipment & issues at remote locations	No - never taken home	Yes - used for the delivery of equipment and for solving issues at remote locations
2003	CHEV TRUCK/VAN/SLVR	6/12/2007	6,255	0	60	1,251	4,587	78,968	Good	3,541	Delivery of equipment & issues at remote locations	No - never taken home	Yes - used for the delivery of equipment and for solving issues at remote locations
Total			18,236										
Fixed Assets			18,236										

5

2009 BUDGET			
	GAS	INS	VEHICLE DEP MAINT
	14,200	9,973	11,414
			13,905

[illegible]

2009 BUDGET				
	GAS	INS	DEP	VEHICLE MAINT
	57,100	11,287	30,952	20,350

2009 BUDGET			
	GAS	INS	VEHICLE MAINT
	57,100	11,287	30,952
			20,350

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SAVAGE VALUE	LIFE	ANNUAL DEP.	BOOK VALUE	ODOMETER READING	CONDITION	ANNUAL MILEAGE	GEN. REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
1989	FORD 1/2 TON PICKUP F150	4/26/1989	10,802	540	48	0	540	126,521	Fair/Poor	1,009	Tool Truck	Never taken home	Yes - this vehicle is appropriate for its need/use
1993	FORD F150 PICKUP	4/6/1993	9,632	482	120	0	482	117,003	Poor	3,269	General transportation	Never taken home	Yes - this vehicle is appropriate for its need/use
1997	FORD TRUCK	5/7/1997	14,922	746	120	0	746	124,324	Fair	7,764	General transportation	Never taken home	Yes - this vehicle is appropriate for its need/use
1997	FORD TRUCK-GREY 3/4 TON #21	4/25/1997	19,827	981	120	0	981	98,952	Fair	6,089	Hauling equipment and general transportation	Never taken home	Yes - this vehicle is appropriate for its need/use
1998	CHEV TRUCK	6/28/1998	28,515	1,426	120	0	1,426	52,986	Fair	2,893	Hauling material, general park duties	Never taken home	Yes - this vehicle is appropriate for its need/use
1998	CHEV TRUCK	8/14/1998	19,828	991	120	1	992	61,123	Fair	4,356	Hauling equipment and general transportation	Never taken home	Yes - this vehicle is appropriate for its need/use
1998	CHEV TRUCK 1/2 TON PICK-UP	4/30/1998	14,701	735	120	0	735	114,190	Good	10,560	Fuel truck, misc. campground duties	Never taken home	Yes - this vehicle is appropriate for its need/use
1997	FORD TRUCK -CLUB WAGON	2/15/1999	16,326	816	120	388	1,204	122,513	Fair	5,196	Crew and Huber	Never taken home	Yes - this vehicle is appropriate for its need/use
2002	GMC 1/2 TON PICKUP TRUCK	12/31/2001	15,058	1,506	36	0	1,506	81,364	Good	14,346	Hauling equipment and general transportation	Never taken home	Yes - this vehicle is appropriate for its need/use
2002	FORD F350 PICKUP TRUCK	12/31/2001	14,894	1,489	36	0	1,488	45,312	Good	4,616	Snow plow and hauling materials	Never taken home	Yes - this vehicle is appropriate for its need/use
2002	INTERNATIONAL TRUCK 4400 4 X 2	5/7/2002	68,274	6,827	120	5,985	27,503	23,350	Good	4,724	Snow Plow, hauling equipment and materials	Never taken home	Yes - this vehicle is appropriate for its need/use
2004	FORD TRUCK (DARK GREEN)	6/21/2004	25,345	0	60	3,379	3,379	22,820	Good	5,647	Towing mower trailer	Never taken home	Yes - this vehicle is appropriate for its need/use
2005	CHEVROLET TRUCK SILVERADO	6/15/2005	30,018	0	60	6,004	10,006	36,513	Good	12,195	Snow Plow, hauling equipment and materials	Never taken home	Yes - this vehicle is appropriate for its need/use
2006	GMC TRUCK SIERRA 2500HD	5/11/2006	30,792	0	84	4,399	20,161	9,305	Good	5,783	Snow plow, misc. work duties, general transportation	Never taken home	Yes - this vehicle is appropriate for its need/use
2007	FORD RANGER PICKUP TRUCK	5/22/2007	14,606	0	120	1,461	12,537	7,671	Good	8,776	General transportation	Never taken home	Yes - this vehicle is appropriate for its need/use
2008	FORD TRUCK F250	6/5/2007	25,274	0	120	2,527	21,904	4,439	Excellent	5,478	Future plow truck, hauling equipment, general	Never taken home	Yes - this vehicle is appropriate for its need/use
2000	CROWN VICTORIA	5/22/2006	Tracking only	0	0	0	0	136,812	Fair	6,478	Campground Security	Never taken home	Yes - this vehicle is appropriate for its need/use
2008	FORD F150XL PICKUP 4X2 REG CAB GREEN	5/5/2008	13,195	0	60	2,639	12,095	3	New	NA	Fuel truck, general transportation	Never taken home	Yes - this vehicle is appropriate for its need/use
2008	FORD F250XL SUPER DUTY PICKUP 4X4 REG CAB GREEN	5/28/2008	20,946	0	60	4,189	19,549	3	New	NA	General transportation	Never taken home	Yes - this vehicle is appropriate for its need/use

Total 398,753

2008 VEHICLE LIST

2009 BUDGET			
GAS	INS	DEP	VEHICLE MAINT.
400,000	38,894	159,838	40,300

[illegible]

BROWN COUNTY
SHERIFF (Page 2)
2008 VEHICLE LIST

04/17/08 YEAR	MAKE	MODEL	DATE ACQUIRED	ORIGINAL VALUE	SALVAGE VALUE	LIFE	ANNUAL DEP	BOOK VALUE	ODOMETER READING	CONDITION	ANNUAL MILEAGE	GEN REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
1998	FORD	F150	8/13/2007	Tracking	0	0	0	0	0	Poor	Do not track	Mechanics/Front End damage, will dispose	No	No
1998	CHEV	SUBUR	10/26/2005	Tracking	0	0	0	0	0	Fair	Do not track	ERU SWAT and Training	No	No
2001	FORD	TAURUS	3/31/2005	Tracking	0	0	0	0	0	Good	Do not track	Lison	No	Yes
2002	FORD	TAURUS	2/25/2004	Tracking	0	0	0	0	0	Good	Do not track	Lison	No	Yes
2008	HD	M CYCLE	8/29/2007	Tracking	0	0	0	0	0	Good	Do not track	Patrol motorcycle	No	Yes
1992	UD	SEMI	10/31/1991	Tracking	0	0	0	0	0	Good	Do not track	Haz Mat	No	Yes
1992	FORD	E350	8/18/1998	Tracking	0	0	0	0	0	Fair	Do not track	Haz Mat	No	Yes
2004	FORD	TAURUS	11/12/2004	Tracking	0	0	0	0	0	Good	Do not track	Dare	No	Yes
2003	FORD	TAURUS	8/15/2006	Tracking	0	0	0	0	0	Good	Do not track	School car	No	Yes
2005	FORD	CV	10/25/2004	Tracking	0	0	0	0	0	Good	Do not track	Patrol	No	Yes
2008	FORD	CR VIC	4/23/2008	21,427	0	24	10,713	16,963	16,963	Good	Do not track	Patrol-not on road yet; replacing a 2006 CV	No	Yes
2008	FORD	CR VIC	4/23/2008	21,427	0	24	10,713	16,963	16,963	Good	Do not track	Patrol-not on road yet; replacing a 2006 CV	No	Yes
2008	FORD	CR VIC	4/23/2008	21,427	0	24	10,713	16,963	16,963	Good	Do not track	Patrol-not on road yet; replacing a 2006 CV	No	Yes
2008	FORD	CR VIC	4/24/2008	21,427	0	24	10,713	16,963	16,963	Good	Do not track	Patrol-not on road yet; replacing a 2006 CV	No	Yes
2008	FORD	CR VIC	4/23/2008	21,427	0	24	10,713	16,963	16,963	Good	Do not track	Patrol-not on road yet; replacing a 2006 CV	No	Yes
2008	FORD	CR VIC	4/23/2008	21,427	0	24	10,713	16,963	16,963	Good	Do not track	Patrol-not on road yet; replacing a 2006 CV	No	Yes
2008	FORD	CR VIC	4/23/2008	21,427	0	24	10,713	16,963	16,963	Good	Do not track	Patrol-not on road yet; replacing a 2006 CV	No	Yes
2008	FORD	CR VIC	4/23/2008	21,427	0	24	10,713	16,963	16,963	Good	Do not track	Patrol-not on road yet; replacing a 2006 CV	No	Yes
2008	FORD	CR VIC	4/23/2008	21,427	0	24	10,713	16,963	16,963	Good	Do not track	Patrol-not on road yet; replacing a 2006 CV	No	Yes
2008	FORD	CR VIC	4/23/2008	21,427	0	24	10,713	16,963	16,963	Good	Do not track	Patrol-not on road yet; replacing a 2006 CV	No	Yes

2008 VEHICLE LIST

2009 BUDGET				
CAS	INS	VEHICLE DEP	VEHICLE MAINT	
3,600	113	0	0	0

[illegible]

2008 VEHICLE LIST

2009 BUDGET			
GAS	INS	DEP	VEHICLE MAINT
203,000	16,546	36,148	9,000

[illegible]

**BROWN COUNTY
HIGHWAY
2008 VEHICLE LIST**

2009 BUDGET			
GAS	INS	DEP	VEHICLE MAINT
62,425	44,000	99,139	65,216

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SALVAGE VALUE	LIFE	ANNUAL DEP.	BOOK VALUE	ANNUAL MILEAGE	GEN. REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
1991	FORD PICKUP - BRIDGE CREW	2/26/1991	22,234	3,335	72	0	3,335	7,398	Highway Maint. & Const.	No	Yes
1992	CHEVROLET VAN - ELECTRICIAN	1/1/1997	0	0	72	0	0	8,728	Electrician	No	Yes
1993	CHEVROLET BLAZER - ENGINEERING	3/22/1993	16,293	2,444	60	0	2,444	6,060	Highway Maint. & Const.	No	Yes
1995	CHEVROLET TRUCK (TIRE TRUCK)	6/20/1995	26,520	3,980	72	0	3,980	11,132	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
1996	CHEVROLET 1-TON DUMP TRUCK	6/18/1996	25,188	3,750	72	0	3,750	9,317	Dump Truck	No	Yes
1996	CHEVROLET 1-TON DUMP TRUCK	6/18/1996	25,188	3,750	72	0	3,750	12,129	Dump Truck	No	Yes
1996	CHEVROLET PICKUP - MECHANIC SHOP	6/18/1996	30,181	4,525	72	0	4,525	5,063	Shop Mechanic	Yes - to be onsite first thing	Yes
1997	CHEVROLET 1-TON DUMP TRUCK	7/1/1997	26,188	3,928	72	0	3,928	17,316	Dump Truck	No	Yes
1997	CHEVROLET PICKUP - MECHANIC SHOP	7/1/1997	30,843	4,625	72	0	4,625	5,079	Shop Mechanic	No	Yes
1997	CHEVROLET PICKUP - MECHANIC SHOP	7/1/1997	30,843	4,625	72	0	4,625	9,141	Shop Mechanic	No	Yes
1998	CHEVROLET VAN - ENGINEERING	6/2/1998	21,298	3,200	60	0	3,200	5,762	Engineering	No	Yes
1998	CHEVROLET 4/4 PICKUP-DD	6/23/1998	21,582	3,230	72	0	3,230	14,518	Dump Truck	Yes - to be onsite first thing	Yes
1999	CHEVROLET 1-TON DUMP TRUCK	6/15/1999	27,409	4,100	72	0	4,100	21,533	Dump Truck	No	Yes
2000	CHEVROLET TAHOE - SHOP	5/16/2000	30,472	4,500	108	2,886	5,943	7,988	Shop Mechanic	Yes - to be onsite first thing	Yes
2000	FORD EXPEDITION - RS	3/21/2000	29,455	4,500	108	2,773	5,425	6,674	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2000	CHEVROLET PICKUP - (CREW)BOARD #296	8/1/2000	18,250	2,700	72	0	2,700	13,098	Highway Maint. & Const.	No	Yes
2000	CHEVROLET 1-TON DUMP TRUCK	6/27/2000	25,090	3,700	72	0	3,700	21,546	Dump Truck	No	Yes
2000	CHEVROLET 1-TON DUMP TRUCK	6/27/2000	28,383	4,200	72	0	4,200	10,808	Dump Truck	No	Yes
2000	CHEVROLET PICKUP - 6	4/25/2000	25,164	3,750	72	0	3,750	13,901	Highway Maint. & Const.	No	Yes
2000	CHEVROLET PICKUP - 6	4/25/2000	24,935	3,750	72	0	3,750	14,525	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2000	CHEVROLET PICKUP - 6	4/25/2000	25,234	3,750	72	0	3,750	14,595	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2000	CHEVROLET PICKUP - 6	5/23/2000	23,868	3,750	72	0	3,750	13,722	Highway Maint. & Const.	No	Yes

**BROWN COUNTY
HIGHWAY (Page 2)
2008 VEHICLE LIST**

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SALVAGE VALUE	LIFE	ANNUAL DEP.	BOOK VALUE	ANNUAL MILEAGE	GEN. REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
2001	FORD VAN - STOCKROOM	3/13/2001	19,635	3,950	60	0	3,950	17,875	Stockroom	No	Yes
2001	FORD AERIAL LIFT TRUCK - ELECTRICIAN	3/13/2001	84,942	12,696	144	5,996	38,676	16,543	Electrician	Yes - to be onsite first thing	Yes
2001	FORD PICKUP	2/20/2001	23,539	3,525	72	0	3,525	11,044	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2001	FORD PICKUP	2/20/2001	23,539	3,525	72	0	3,525	12,235	Highway Maint. & Const.	No	Yes
2001	FORD PICKUP	2/20/2001	23,523	3,525	72	0	3,525	11,626	Highway Maint. & Const.	No	Yes
2001	FORD PICKUP	2/20/2001	23,524	3,525	72	0	3,525	12,104	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2002	FORD 1-TON DUMP TRUCK	5/28/2002	28,418	4,260	72	0	4,260	24,417	Dump Truck	No	Yes
2002	FORD PICKUP	5/28/2002	21,229	3,180	72	0	3,180	15,140	Highway Maint. & Const.	No	Yes
2002	FORD PICKUP - BLDG	5/28/2002	21,229	3,180	72	0	3,180	11,413	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2003	GMC PICKUP (4X4, 1/2 TON)-KR	3/31/2003	22,406	3,360	72	3,174	4,682	30,125	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2003	GMC PICKUP (4X4, 1/2 TON)-GH	3/31/2003	22,906	3,436	72	3,245	4,788	22,332	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2003	FORD 1-TON DUMP TRUCK	4/28/2003	28,611	4,292	72	4,053	6,319	13,880	Dump Truck	No	Yes
2004	FORD SEDAN	5/12/2004	21,615	3,242	36	0	3,242	31,594	Highway Maintenance and	Yes - to be onsite first thing	Yes
2004	GMC PICKUP - SHOP	6/1/2004	22,216	3,332	72	3,147	8,315	6,987	Shop Mechanic	No	Yes
2004	GMC 1-TON PICKUP - 6	6/14/2004	25,511	3,827	72	3,614	9,850	15,643	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2004	GMC 1-TON PICKUP - 6	6/14/2004	28,614	4,292	72	4,054	11,048	16,429	Highway Maint. & Const.	No	Yes
2004	GMC 1-TON PICKUP - 6	6/14/2004	26,592	3,989	72	3,767	10,268	15,890	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2005	GMC 1-TON PICKUP - 6	4/11/2005	26,190	3,928	72	3,710	13,204	16,069	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2005	GMC 1-TON PICKUP - 6	4/11/2005	26,190	3,928	72	3,710	13,204	14,249	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2005	GMC PICKUP (TRAFFIC) BOARD #297	4/11/2005	23,532	3,520	72	3,335	11,859	17,526	Highway Maint. & Const.	No	Yes
2006	GMC 1-TON DUMP TRUCK	5/10/2006	28,844	4,327	72	4,086	18,969	24,115	Dump Truck	No	Yes
2006	GMC 1-TON DUMP TRUCK	5/10/2006	28,844	4,327	72	4,086	18,969	33,584	Dump Truck	No	Yes
2006	GMC PICKUP (TRAFFIC) BOARD #297	6/1/2006	25,763	3,864	72	3,650	17,247	12,119	Highway Maint. & Const.	No	Yes
2006	CHEVROLET 1-TON PICKUP - 6 (STATE)	4/25/2006	29,680	4,452	72	4,205	19,168	21,136	Highway Maint. & Const.	No	Yes
2006	CHEVROLET 1-TON PICKUP - 6 (BRIDGE)	4/25/2006	29,680	4,452	72	4,205	19,168	19,887	Highway Maint. & Const.	No	Yes

BROWN COUNTY

HIGHWAY (Page 3)

2008 VEHICLE LIST

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SALVAGE VALUE	LIFE	ANNUAL DEP.	BOOK VALUE	ANNUAL MILEAGE	GEN REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
2006	CHEVROLET 1-TON PICKUP - 6 (PAVING)	4/25/2006	27,634	4,145	72	3,915	17,847	15,477	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2007	GMC PICKUP (4X4, 1/2 TON)-RB	6/1/2007	21,208	3,181	72	3,005	17,202	21,906	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2007	GMC 1-TON PICKUP - REG CAB	6/1/2007	25,787	3,868	72	3,653	20,916	8,108	Highway Maint. & Const.	Yes - to be onsite first thing	Yes
2007	GMC PICKUP - MECHANIC SHOP	6/1/2007	44,861	6,729	72	6,355	36,387	10,774	Shop Mechanic	Yes - to be onsite first thing	Yes
2008	FORD SEDAN - EK	4/23/2008	21,419	3,212	36	6,059	18,890		Highway Maint. & Const.	No	Yes
2008	GMC 1-TON PICKUP - 6	10/1/2007	28,986	4,348	72	4,106	24,880	10,865	Highway Maint. & Const.	No	Yes
2008	CHEVROLET TRK C3500 HD REG CAB	7/28/2008	26,041		72	4,340	25,318		Highway Maint. & Const.	No	Yes
										1,417,026	209,509

BROWN COUNTY
HUMAN SERVICES
2008 VEHICLE LIST

2009 BUDGET				
GAS	INS	DEP	VEHICLE MAINT	
17,600	5,371	11,062	5,565	

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SAVAGE VALUE	LIFE	ANNUAL DEP	BOOK VALUE	ODOMETER READING	CONDITION	ANNUAL MILEAGE	GEN REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
1999	PLYMOUTH TRUCK - VOYAGER	9/1/2002	6,843	684	36	0	0	56,287	Good	4,200	Used for transportation of clients to court for outtings with shelter care residents and shopping for shelter care supplies	Staff does not take this vehicle home	Yes
2003	FORD WINDSTAR 7 PASSENGER	12/1/2003	17,510	0	60	292	292	156,717	Good	28,000	Used for site visits (homes, foster homes, group homes, child care institutions, corrections), transportation of clients for court hearings, doctor's appointments, visitations, etc. and training.	Only if staff is leaving from home to an appointment out of town or if their appointment is on the way to work from their home. The vehicle is not driven for personal use while at the staff's home.	Yes
2008	CHEVY UPLANDR WHLCHR TRNSPRT	10/10/2007	37,918	0	60	7,584	30,334	16,000	Excellent	26,000	Transporting consumers	No - parked at MHC lot	Yes
2008	Chevy Impala 4 DOOR SEDAN	6/10/2008	15,932	0	60	3,186	14,870	700	New	10,000	Used for site visits (homes, foster homes, group homes, child care institutions, corrections), transportation of clients for court hearings, doctor's appointments, visitations, etc. and training.	Only if staff is leaving from home to an appointment out of town or if their appointment is on the way to work from their home. The vehicle is not driven for personal use while at the staff's home.	Yes
1990	CHEV CAPRICE SEDAN	1/20/1998	Tracking	0	0	0	0	180,000	Fair	5,685	Transporting Consumers	No - parked at MHC lot	Yes, but very old and in many cases, the Mgrs. are leary of using it
1999	MERCURY SABLE	3/14/2002	Tracking	0	0	0	0	110,537	Good	27,000	Used for site visits (homes, foster homes, group homes, child care institutions, corrections), transportation of clients for court hearings, doctor's appointments, visitations, etc. and training.	Only if staff is leaving from home to an appointment out of town or if their appointment is on the way to work from their home. The vehicle is not driven for personal use while at the staff's home.	Yes

2009 BUDGET				
	GAS	INS	DEP	VEHICLE MAINT
	17,600	4,714	0	5,565

Total	95,659
Fixed Assets:	95,659

**BROWN COUNTY
SYBLE HOPP
2008 VEHICLE LIS**

2009 BUDGET			
GAS	INS	DEP	VEHICLE MAINT
5,000	3,400	8,280	0

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SAVAGE VALUE	LIFE	ANNUAL DEP.	BOOK VALUE	ODOMETER READING	CONDITION	ANNUAL MILEAGE	GEN. REASON FOR TRAVEL	IF TAKEN HOME - WHY?	IS VEHICLE APPROPRIATE?
1996	DIAMOND VAN, FORD CHASSIS (APPLE VAN)	2/1/1996	54,000	2,700	120	0	2,700	28,982	Fair	2415	Student Transportation	Never taken home - kept at School	Yes - used for transporting
1998	CHEV EXPRESS VAN (DUKE VAN)	1/1/1998	27,526	1,376	120	0	1,376	51,864	Good	5186	Student Transportation	Never taken home - kept at School	Yes - used for transporting
2000	CHEV TRUCK - 8 PASSENGER (BROWN VAN)	5/18/2000	25,892	1,295	120	2,460	4,984	50,815	Good	6350	Student Transportation	Never taken home - kept at School	Yes - used for transporting
2000	FORD 009 TRUCK (HARRY VAN)	3/31/2001	61,260	3,063	120	5,820	17,127	25,200	Good	3150	Student Transportation	Never taken home - kept at School	Yes - used for transporting
2002	BLDRD SCHOOL BUS --- tracking only	10/19/2001	0	Tracking only	0	0	0	37,857	Good	6310	Student Transportation	Never taken home - kept at School	Yes - used for transporting

Total 168,678

Fixed Assets 168,678

BROWN COUNTY
GOLF COURSE
2008 VEHICLE LIST

2009 BUDGET			
GAS	INS	DEP	VEHICLE MAINT.
23,500	2,085	0	1,000

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SALVAGE VALUE	LIFE	ANNUAL DEPR	BOOK VALUE	ODOMETER READING	CONDITION	ANNUAL MILEAGE	GEN REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
1989	FORD 1/2 TON PICKUP 150	4/26/1989	10,877	544	180	0	544	178,029	VERY POOR	---	---	---	Not used
1978	CHEV C60 DUMP TRUCK DELUXE	1/1/1987	2,300	115	180	0	115	44,613	POOR	100	Hauling stuff around the golf course	No	Yes - fine for what used for, but would prefer newer version
1998	CHEV-TRUCK	6/1/1998	22,026	1,101	120	0	1,101	130,648	FAIR	15,000	Former Superintendent used as vehicle, now only used for pick-up on part runs, etc.	Not currently, but was used by the former Super. Current Super feels should be able to take home (makes runs to GC in the PM 1-2 nights a week for irrigation/alarm problems; also used for plowing in winter).	Yes
TOTAL			35,202										
FIXED ASSETS			35,202										

This vehicle needs to be salvaged. It is unsafe to drive.

2008 VEHICLE LIST

2009 BUDGET				
	GAS	INS	DEP	VEHICLE MAINT
	6,000	2,085	5,183	6,000

[illegible]

**BROWN COUNTY
NEW ZOO
2008 VEHICLE LIST**

2009 BUDGET			
GAS	INS	DEP	VEHICLE MAINT
0	770	5,010	1,000

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SALVAGE VALUE	LIFE	ANNUAL DEP	BOOK VALUE	ODOMETER READING	CONDITION	ANNUAL MILEAGE	GEN REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
2003	CHEV TRUCK CARGO VAN - ZOOMOBILE	12/31/2003	18,000	0	60	600	600	43,778	Excellent	7,500	Educational Zoo personnel business, miscellaneous travel associated w/speaking engagements, appointments, travel to other county offices for drop-off/pick-up, general supply pick-up	No	Yes - the vehicle is appropriate for its need/use. Given its graphic design, it also serves as promotion/advertising for the facility
2005	GMC TRUCK - PICKUP	4/11/2005	22,050	0	60	4,410	6,615	26,391	Excellent	7,000	Feed and supply pick-up, animal transport; used as a means to haul trailers. General Zoo personnel business use, miscellaneous travel associated with speaking engagements, appointments, travel to other county offices for drop-off/pick-up	No	Yes - this vehicle is appropriate for its need/use
			40,050										

KAWASAKI MULE 2510	3/19/1998	7,010	351	120
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requested a transfer form

Total 47,060
Fixed Assets 47,060

2009 BUDGET				
	GAS	INS	DEP	VEHICLE MAINT
	500	770	0	200

Total	8,348
Fixed Assets	8,348

BROWN COUNTY
LAND CONSERVATION
2008 VEHICLE LIST

2009 BUDGET				
GAS	INS	DEP	VEHICLE MAINT	
5,000	5,057	994	3,500	

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SALVAGE VALUE	LIFE	ANNUAL DEP	BOOK VALUE	ODOMETER READING	CONDITION	ANNUAL MILEAGE	GEN REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
1993	CHEV CAPRICE CAR #5	5/18/1994	7,518	376	94	0	376	161,803	Poor	1500	Tech assistance, inspections/compliance	Not taken home	Yes
1998	DODGE DAKOTA TRUCK-BLE TRK #2	2/16/2007	Tracking Only	0	0	0	0	120,886	Good	10000	Tech assistance, inspections/compliance	Not taken home	Yes
1998	DOD DAK TRK-BLE W/SHELL TRK #4	2/20/2007	Tracking Only	0	0	0	0	69,050	Good	3000	Tech assistance, inspections/compliance	Not taken home	Yes
1997	DODGE INTREPID 4 DR, MAROON CAR #3	3/10/2008	4,970	0	60	994	4,390	62187	Good	5000	Tech assistance, inspections/compliance/m eetings	Not taken home	Yes
1995	FORD BRONCO RED 4 -CAR #9	8/1/2000	Tracking Only	0	0	0	0	136,162	Poor	5000	Tech assistance, inspections/compliance	Not taken home	Yes
1999	DODGE CARAVAN VAN #1	1/4/2008	Tracking only	0	0	0	0	6,969	Good	6400	Tech assistance, inspections/compliance/m eetings	Not taken home	Yes
Total											12,487		

2009 BUDGET			
GAS	INS	DEP	VEHICLE MAINT
2,150	770	774	500

Total	15,482
Fixed Assets	15,482

**BROWN COUNTY
SURVEY (a.k.a. Property Listing)
2008 VEHICLE LIST**

GAS	INS.	DEP.	VEHICLE MAINT.
2,900	0	0	500

YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	SALVAGE VALUE	LIFE	ANNUAL DEP.	BOOK VALUE	ODOMETER READING	CONDITION	ANNUAL MILEAGE	GEN. REASON FOR TRAVEL	IF TAKEN HOME WHY?	IS VEHICLE APPROPRIATE?
2000	FORD F150 TRUCK	1/8/2003	16,813	0	60	0	0	73,045	Fair	5,200	Used daily for survey field work	Vehicle is not taken home	Yes

Total 16,813
Fixed Assets 16,813

**BROWN COUNTY
ZONING**

2009 BUDGET			
GAS	INS	DEP	VEHICLE MAINT
3,500	2,085	0	1,500

[illegible]

GAS	INS	DEP	VEHICLE MAINT
30,000	113	3,178	5,000

[illegible]

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

DATE: November 3, 2008
TO: Debbie Klarkowski
Human Resources Manager
FROM: Paula Kazik
Human Resources Analyst
SUBJECT: County Board Office

Based on an evaluation of the Executive Secretary position in the County Board office, the following are recommendations to utilize the current staff more efficiently and provide improved coverage of the County Board office.

After evaluating the duties of the Executive Secretary, the position more closely resembles the Administrative Secretary in the Administrative Class and Compensation Plan. Therefore, we are recommending the deletion of the Executive Secretary and creation of an Administrative Secretary position in Grade 11 of the Administrative Class and Compensation Plan.

The two administrative support positions in the County Board office will share all duties as assigned and serve as recording secretary for standing committee meetings. The duties would include preparing agendas and attachments, coordinating meeting dates and rooms, schedule of on-call recording secretaries; receiving and processing all telephone calls; provide information and answer questions regarding County Board policies and procedures.

Attached, please find the fiscal impact associated with the above recommendations.

6

Eliminate 1.00 FTE Executive Secretary (Grade 13, Step 7)
 Add .88 (35 hr) FTE Administrative Secretary (Grade 11, Step 7)
 Eliminate .50 FTE Secretary (Grade 7, Step 3)
 Increase from .50 to 0.80 (32 hr) FTE Secretary (Grade 7, Step 3)
 Total 2009 Salary Impact

Total 2009 Fringe Benefit Impact

Total 2009 Fiscal Impact:

\$	(44,606.00)
\$	35,583.68
\$	(15,001.00)
\$	23,994.88
\$	(28.44)
\$	(10.05)
\$	(38.49)